

Amending the Calendar for 2016-2017



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Closing Schools for the Day

When school is canceled, the calendar must be updated. This must be done so attendance will calculate correctly and the attendance reports will be correct.

The following is an example of how to update the calendar:

Days

Path: Index > System Administration > Calendar > Calendar > Days

If the teachers are working on the day school is canceled:

Remove the check box for Instruction and Attendance for each schedule structure.

Calendar

Grade Levels

Schedule Structure

Terms

Periods

Days

Overrides

School Months

Calendar GPA

Save Day/Day Events

Delete Day/Day Events

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<<

January 2017

>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02 S1	03 S1	04 S1	05 S1	06 S1	07
08	09 S1	10 S1	11 S1	12 S1	13 S1	14
15	16 S1	17 S1	18 S1	19 S1	20 S1	21
22	23 S1	24 S1	25 S1	26 S1	27 S1	28
29	30 S1	31 S1				

Event on this Day

▼ Event on this Day

Day Detail		
Date	Day #	
01/04/2017	108	
*Period Schedule		
S1		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		
Day Events		
Type	Duration	Inst. Minutes

Choose “Planning” “Teacher Equivalency” or “Professional Day” in the dropdown list.

Day Detail		
Date	Day #	
01/04/2017	108	
<i>*Period Schedule</i>		
S1 ▾		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> G: Planning ▾	<input type="text"/>	<input type="text"/>
<input type="button" value="Add DayEvent"/>		

Click “Save Day/Day Events”

The Weather day must be accounted for so the number of makeup days can be correctly calculated for future years. Since two day events cannot show on one day, the weather event can be entered in the tenth month. In the comments indicate which teacher day was actually a weather day. (Alternatively, the weather day can be put on the actual day and the teacher day added on the end of the calendar.

Day Detail		
Date	Day #	
06/01/2017	214	
<i>*Period Schedule</i>		
S1 ▾		
School Day	Instruction	Attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
<i>The duration field will be calculated automatically</i>		
Comments		
01/04/16 used planning on a weather day		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> W: Weather Cancelled ▾	<input type="text"/>	<input type="text"/>
<input type="button" value="Add DayEvent"/>		

If a nontraditional Instruction is used

Days when non-traditional instruction is used are not officially “N: Non-traditional Instruction” until they are approved by KDE. Therefore when a district has a non-traditional day they should mark the day in each calendar as an “E: Teacher Equivalency” day. Uncheck the Instruction and Attendance checkboxes.

Day Detail		
Date	Day #	
02/03/2017	108	
Period Schedule		
REG		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
The duration field will be calculated automatically		
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> E: Teacher Equivalency	<input type="text"/>	<input type="text"/>
<input type="button" value="Add DayEvent"/>		

When the nontraditional days are approved the day event should be changed to “N: Nontraditional day.” The Instructional checkbox should be checked.

Please note that since these are instructional days they do count toward home hospital and students can be suspended on these days.

Day Detail		
Date	Day #	
02/03/2017	108	
Period Schedule		
REG		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
The duration field will be calculated automatically		
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> N: Non-traditional Instruction	<input type="text"/>	<input type="text"/>
<input type="button" value="Add DayEvent"/>		

If the day is also canceled for the teachers:

Remove the check box for " School Day," "Instruction," and "Attendance" for each schedule structure.

Day Detail

Date

12/15/2016

Day #

94

*Period Schedule

S1

School Day

☐

Instruction

☐

Attendance

☐

Start Time

End Time

Duration

0

The duration field will be calculated automatically

Comments

Day Events

Type

Duration Inst.

Minutes

X

Add DayEvent

Choose "Weather Cancelled" or "Closed Due to Illness" in the dropdown list.

Day Detail

Date

12/15/2016

Day #

94

*Period Schedule

S1

School Day

☐

Instruction

☐

Attendance

☐

Start Time

End Time

Duration

0

The duration field will be calculated automatically

Comments

Day Events

Type

W: Weather Cancelled

Duration Inst.

Minutes

X

Add DayEvent

Click "Save Day/Day Events"

School Months

Path: Index > System Administration > Calendar > Calendar > School Months

Adjust start and end dates of school months. Each month except month 10 must have 20 school days.

Calendar								Grade Levels	Schedule Structure	Terms	Periods	Days	Overrides	School Months	
Save		Print													
School Months Detail															
*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date									
X Month 1	1	08/04/2016	09/02/2016			09/21/2016									
X Month 2	2	09/05/2016	09/30/2016			11/14/2016									
X Month 3	3	10/03/2016	11/01/2016			11/14/2016									
X Month 4	4	11/02/2016	12/01/2016												
X Month 5	5	12/02/2016	01/11/2017												
X Month 6	6	01/12/2017	02/08/2017												
X Month 7	7	02/09/2017	03/08/2017												
X Month 8	8	03/09/2017	04/05/2017												
X Month 9	9	04/06/2017	05/08/2017												
X Month 10	10	05/09/2017	06/30/2017												
Add School Months															

➡ In the example, the snow day was in month 5. The end date of month 5 must be changed and the start and end date of months 6 through 10 must be changed.

NOTE: Once school months are corrected for one calendar, the calendar wizard can be used to copy the changes into all other calendar where it applies.

Path: Index > System Administration > Calendar > Calendar Wizard

Select “Copy data into Existing Calendars”

Calendar Wizard	
Copy, Rollforward, or Create new Calendar-linked Data This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Da schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system w	
Select Wizard Mode	
<input type="radio"/> Create new blank Calendars <input type="radio"/> Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar). <input checked="" type="radio"/> Copy data into Existing Calendars	
<div style="text-align: right;"> <input type="button" value=" < Back"/> <input type="button" value=" Next > "/> </div>	

Click “Next”

Select “Copy School Months data”

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Source Calendar
16-17 CENTRAL ELEMENTARY SCHOOL ▼

Destination Calendars

- 16-17 CENTRAL ELEMENTARY SCHOOL
- 16-17 DEWITT ELEMENTARY SCHOOL
- 16-17 Flat Lick Elementary School
- 16-17 G R Hampton Elementary School
- 16-17 GIRDLER ELEMENTARY SCHOOL
- 16-17 Jesse D Lay Elementary School
- 16-17 Knox Appalachian School
- 16-17 Knox Central High School
- 16-17 Knox County Day Treatment Center
- 16-17 Knox County Learning Academy
- 16-17 Knox County Middle School
- 16-17 Lynn Camp Elementary School
- 16-17 Lynn Camp High School
- 16-17 Lynn Camp Middle School

CTRL-click and SHIFT-click for multiple

< Back Next >

Verify the source calendar information is correct and the destination calendar is the one that needs to be changed.

In the Overwrite Behavior section, select “Overwrite School Months data in destination calendars.”

Copy School Months data

Confirm that the information below is correct, select the desired overwrite behavior, and click Run Wizard. This will copy School Months data to the destination calendar with the overwrite behavior selected.

School Months data of Source Calendar:
16-17 CENTRAL ELEMENTARY SCHOOL

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2016	09/02/2016			09/21/2016
Month 2	2	09/05/2016	09/30/2016			11/14/2016
Month 3	3	10/03/2016	11/01/2016			11/14/2016
Month 4	4	11/02/2016	12/01/2016			
Month 5	5	12/02/2016	01/11/2017			
Month 6	6	01/12/2017	02/08/2017			
Month 7	7	02/09/2017	03/08/2017			
Month 8	8	03/09/2017	04/05/2017			
Month 9	9	04/06/2017	05/08/2017			
Month 10	10	05/09/2017	06/30/2017			

Overwrite Behavior

☐ Only copy if the destination calendar does not have any School Months data defined

☒ Overwrite School Months data in destination calendars

Destination Calendars
16-17 DEWITT ELEMENTARY SCHOOL

Run Wizard




Terms

Path: Index > System Administration > Calendar > Calendar > Terms

If the weather day changes the end of terms, the start and end dates can be changed on the terms tab.

➡ Please be sure the last term includes any instructional days that have been added.

Calendar	Grade Levels	Schedule Structure	Terms	Periods
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 Save Term Schedule/Terms  New Term Schedule/Terms  Delete Term

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

*Name	Primary
Quarters x	<input checked="" type="checkbox"/>

Term Detail

	*Name	*Sequence	*Start Date	*End Date
X	T1	1	08/11/2016	10/14/2016
X	T2	2	10/17/2016	12/16/2016
X	T3	3	01/02/2017	03/17/2017
X	T4	4	03/20/2017	05/16/2017

Add Term

Shortened Days

When days are shortened due to early release or delay, the calendar must be updated. This will allow absences and tardies to calculate correctly. This update must be made on the calendar for each structure.

Path: Index > System Administration > Calendar > Calendar > Days


Enter the start for a delay or the end time for an early release.

Day Detail		
Date	Day #	
12/12/2016	91	
<i>*Period Schedule</i>		
S1 ▼		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
9:00 AM		350
<i>The duration field will be calculated automatically</i>		
Comments		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

If non-instructional time changes, for example a non-instructional recess is canceled on the shortened day, click “Add Day Event.” Enter the total instructional time for the day. This will override the normal calculation. The normal calculation subtracts any non-instructional minutes listed on the period structure from the duration on the day detail above.

Day Detail		
Date	Day #	
12/12/2016	91	
<i>*Period Schedule</i>		
S1		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
9:00 AM		350
<i>The duration field will be calculated automatically</i>		
Comments		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
 R: Regular		405
<div>Add DayEvent</div>		

1.

NOTE: *If attendance will be taken in first period, it is best to wait until morning attendance is taken and reconciled before entering the new start time. It is permissible to wait until the next day to enter the start time on the calendar.*

Extending the Day

If days in the calendar are extended beyond the regular day a new period schedule must be created.

Path: Index > System Administration > Calendar > Calendar > Periods

Click “New Period Schedule”

Auto Create Period Schedules

Parameter Selection
This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

2. Enter the Number of Periods for Each Period Schedule.*

Create PeriodSchedules/Periods

Select the number of period schedules you need to add and the number of periods.

Auto Create Period Schedules

Parameter Selection
This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.


(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

2. Enter the Number of Periods for Each Period Schedule.*

Create PeriodSchedules/Periods

Click “Create Period Schedule”

Calendar	Grade Levels	Schedule Structure	Terms	Periods	Days
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 New Period Schedule

Period Schedule/Periods Editor

Name

REG

2

Period Schedule Placement

	REG	2
1		1
H	H	
2		2
RD	RD	
3		3
MA	MA	
4		4
SS	SS	
5		5
SC	SC	
6		6
LA	LA	
SP	SP	

Click on the new period schedule.

PeriodSchedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day
2	2	<input type="checkbox"/>	0	0	0

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
✕	1	1			0	<input type="checkbox"/>	<input type="checkbox"/>
✕	2	2			0	<input type="checkbox"/>	<input type="checkbox"/>
✕	3	3			0	<input type="checkbox"/>	<input type="checkbox"/>
✕	4	4			0	<input type="checkbox"/>	<input type="checkbox"/>
✕	5	5			0	<input type="checkbox"/>	<input type="checkbox"/>
✕	6	6			0	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 16-17 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Include time gaps between periods

School Day Preference for 16-17 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

Change the **Name**. Enter the **Start Time**, **End Time** and **Non Instructional Time** for your periods.
Check the appropriate **Non Instructional Period** and **Standard Day** checkboxes.

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day	School Day	
Ext	2	<input type="checkbox"/>	400	Minutes	445	
Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.						

Period Info						
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X H	1	08:00 AM	03:20 PM	45	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X RD	2	03:20 PM	03:21 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X MA	3	03:21 PM	03:22 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X SS	4	03:22 PM	03:23 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X SC	5	03:23 PM	03:24 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X LA	6	03:24 PM	03:25 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
Add Period						

Instructional Minutes Preference for 16-17 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Include time gaps between periods

School Day Preference for 16-17 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

Click "Save Period Schedules"

Calendar	Grade Levels	Schedule Structure	Terms	Periods	Days
+ New Period Schedule					
Period Schedule/Periods Editor					
Name					
REG					
Ext					
Period Schedule Placement					
	REG	Ext			
H	H	H			
RD	RD	RD			
MA	MA	MA			
SS	SS	SS			
SC	SC	SC			
LA	LA	LA			
SP	SP				

Add the period schedule to the calendar. The new period schedule must be selected on each day students will be attending the extended time.

NOTE: if entering this after the new schedule has already started in the school, do not select a day where attendance has been taken until all sections have been scheduled into the period schedule.

Path: Index > System Administration > Calendar > Calendar > Days

Select at least one day in each term where you will be using the new period schedule. This must be done before sections can be scheduled.

Day Detail		
Date	Day #	
05/03/2017	219	
*Period Schedule		
REG		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
<i>The duration field will be calculated automatically</i>		
Comments		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Select the new period schedule in the **Period Schedule** dropdown.

Day Detail		
Date	Day #	
05/03/2017	219	
*Period Schedule		
REG		
Ext		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
<i>The duration field will be calculated automatically</i>		
Comments		
<div></div>		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Click “Save Day/DayEvents.” Repeat this for at least one day in each term where the new period schedule will be used.

Schedule course sections

The new period schedule must be attached to sections before attendance can be taken and before the days will appear in the teacher's grade book.

Path: Search > Course/Section

Open each section of each course and select the appropriate check boxes.

Section | Staff History | Roster | Attendance | Grading By Task | Grading By Task

Save | Delete

Section Editor

SectionID
121402

*Section Number
1

Max Students
30 (30)

Room
▼

Instructional Setting (Override)
▼ (01)

*Highly Qualified
Highly Qualified ▼

Primary Teacher
Barnette, Garnetta

Special Type
01: None ▼

Population ID
▼

Core Content
Select a Value ▼

Teacher Display Name
Barnette, Garnetta

Lunch Count ☐ Milk Count ☐ Adult Count ☐

Skinny Seq ☐ Homeroom ☒

External LMS Exclude ☐

- Modified by: Unknown 10/05/2016 12:59

Section Schedule Placement								
	QUARTERS							
	T1 <input type="checkbox"/>		T2 <input type="checkbox"/>		T3 <input type="checkbox"/>		T4 <input type="checkbox"/>	
	REG <input type="checkbox"/>	Ext <input type="checkbox"/>	REG <input type="checkbox"/>	Ext <input type="checkbox"/>	REG <input type="checkbox"/>	Ext <input type="checkbox"/>	REG <input type="checkbox"/>	Ext <input type="checkbox"/>
Period H <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period RD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period MA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period SS <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period SC <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period LA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period SP <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check the appropriate boxes to indicate the class district.

Once all sections have been updated the new period schedule can be selected on days where attendance has already been taken.

NOTE: Infinite Campus has a script that will schedule the sections if the sequence is exactly the same in the old period schedule and the new. Everything in the first period in the old schedule will be scheduled into the first period on the new period schedule, everything in the second period into second period in the new, etc. as long as they are one-to-one. This is a billable service.

Verifying calendar changes

Any time the calendar is updated the following reports should be run to make sure everything is correct.

KY State Reporting > KDE Reports > Schedule Gap

KY State Reporting > KDE Reports > Calendar Summary

KY State Reporting > Edit Reports > Calendar Edits Report